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Client Matter # 1032-005US01

RESTRICTION REQUIREMENTS

Mailing:	a Restriction Requirement
Mailing	order:
Attorney	Paralega]
	Return Postcard Fax Cover Sheet
	Petition for Extension of Time (if required)
	Response to Restriction Requirement Check Scrial No. and File No. Certificate of First Class Mailing (or) Signatures applied
	Amendment to claims (if any)
	Enclosure(s) referred to in the Amendment (if any)
Administrative:	
9	Second Paralegal Review Complete
	Second Attorney Review Complete
	Enter date mailed on CPI, enter follow-up for (i.e., 2 weeks) for return postcard
Ø	Enter in PTO Outgoing notebook
	Make a file on the J drive: "Response to Restriction-as filed" and set the permissions on the file to Read Only
	Prepare reporting letter
Remove Docket Action: Rest, Req.	
Date Action Completed: 36-07	
Docket Action Removed	
Second Paralegal Docketing Review	
Paralegai _	COH Attorney Second Attorney Date 3-6-07